

Academy of Fine Arts in Katowice

Study regulations

at the Academy of Fine Arts in Katowice

hereinafter referred to as the "Regulations"

adopted on April 26, 2023, by Resolution of the Senate No. 13/2023 – consolidated text

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I. General provisions

§ 1

1. These regulations define the organization and course of studies and the related rights and obligations of students of the Academy of Fine Arts in Katowice.
2. The Regulations apply to first-cycle studies, second-cycle studies, uniform master's studies, full-time and part-time studies, and to all fields of study offered at the Academy of Fine Arts in Katowice.
3. The provisions of the Regulations also apply to students studying at the Academy of Fine Arts in Katowice as part of international student exchange programs.
4. Studies at the Academy of Fine Arts in Katowice are conducted based on applicable regulations, in particular:
 - 1) *Act of 20 July 2018 – Law on Higher Education and Science (consolidated text: Journal of Laws of 2022, item 574, as amended), hereinafter referred to as the "Act";*
 - 2) *Statute of the Academy of Fine Arts in Katowice, hereinafter referred to as the "Statute";*
 - 3) *Regulations of Studies at the Academy of Fine Arts in Katowice, hereinafter referred to as the "Regulations".*
5. In matters not regulated by these Regulations, the provisions of the Act of 14 June 1960 – Code of Administrative Procedure (i.e. Journal of Laws of 2022, item 2000, as amended), hereinafter referred to as the "k.p.a", shall apply accordingly.

§ 2

The terms used in the regulations mean:

1. **Academy**– Academy of Fine Arts in Katowice;
2. **APD** – Archive of Diploma Theses – a module of the USOS system enabling the handling of the process of submission, anti-plagiarism check, review, and archiving of diploma theses.
3. **BIP** – the Academy's website in the Public Information Bulletin;
4. **teaching cycle** – grading period: academic year or semester, including classes, examination sessions, and resit examination sessions;
5. **education cycle**– the full period of study specified in the study program;

6. **Dean** – the head of a department, acting under the authority of the Rector;
7. **learning outcomes** – the body of knowledge, skills and social competences acquired by the learner, referred to in the Act of 22 December 2015 on the Integrated Qualifications System, taking into account the universal first-degree characteristics specified in this Act and the second-degree characteristics in the regulations issued based on Article 7, paragraph 3 of this Act;
8. **form of study** – full-time studies, part-time studies;
9. **IOS** – individual organization of studies;
10. **student's periodic achievement card** – a summary of student grades for the specified teaching cycle, including information on the completion of that cycle
11. **item card** – a description of a course, including:
 - its substantive content,
 - learning outcomes,
 - forms of classes,
 - teaching methods used,
 - the language in which the subject is taught,
 - list of literature related to the subject,
 - a description of the requirements for participation in classes, including the permissible number of excused absences and the rules for verifying the achieved learning outcomes,
 - evaluation methods and criteria,
 - determining the number of ECTS points assigned to the subject;
12. **field of study** – a separate form of education within higher education, implemented in a manner specified by the study program within levels 6 and 7 of the Polish Qualifications Framework;
13. **announcing** – immediate publication of the document on the Academy's website, in the IT study management system/USOSweb and on the Academy's notice boards;
14. **level of study** – first-cycle studies, second-cycle studies, uniform master's studies;
15. **confirmation of learning outcomes** – a formal process of verifying the results of institutionally organized learning outside the system of studies and non-institutionally organized learning carried out in a way and using methods that increase the knowledge, skills and social competences, taking into account professional experience;

16. **study program**– contains a description of the field of study, including a description of the intended learning outcomes and the process leading to achieving these outcomes, as well as the number of ECTS credits assigned to the classes;
17. **ECTS points**– credits defined in the European Credit Accumulation and Transfer System as a measure of the average workload of a learner necessary to achieve the assumed learning outcomes, correspond to 25-30 hours of work including teaching activities organized by the Academy and the individual work of the learner related to these activities;
18. **Faculty Council**– a collegial, consultative and advisory body within the meaning of the Statute, operating under the Dean’s supervision;
19. **year of study** – a segment of the study program defined within the curriculum;
20. **sequential system of classes and exams**– thematic connections between subjects specified in the study program that make participation in classes or taking an examination dependent on prior completion of other classes or passing an examination in another subject;
21. **examination session**– the period in which the knowledge, skills and competences acquired in the teaching cycle are tested, intended for implementation in a specific teaching cycle;
22. **student**– a person studying at first-cycle studies, second-cycle studies, or uniform master’s studies who has been admitted to studies and taken the oath;
23. **part-time studies**– a form of higher education in which less than half of the ECTS points included in the study program are obtained through classes requiring the direct participation of academic teachers or other persons conducting classes and students; classes are conducted separately from full-time studies;
24. **full-time studies**– a form of higher education in which at least half of the ECTS points covered by the study program are obtained through classes requiring the direct participation of academic teachers or other persons conducting classes and students; classes are conducted separately from part-time studies;
25. **professional title**– Bachelor’s, Engineer’s, Master’s or equivalent degree;
26. **USOS**–university IT system for managing studies;
27. **USOSweb**–an internet service enabling students and lecturers to use the USOS system;
28. **department**– an organizational unit of the Academy specified in the Statute;

29. **teaching activities**– forms in which education is provided, in particular: lectures, exercises, seminars, conversation classes, practical artistic classes/workshops, practical design classes/workshops, internship, traineeship, open-air events.

§ 3

1. The Academy conducts the studies.
2. The Rector is the students' superior and guardian.
3. The Rector is the competent authority in all matters covered by the Regulations, unless a specific provision provides otherwise.
4. The Rector supervises the recruitment and education process.
5. The Rector designates the faculty that organizes education in a given field of study.

§ 4

1. The student representatives authorized to express their position on matters concerning students are the relevant bodies of the student government of the Academy.
2. The relevant student government body will respond within 14 days of receiving a request. If no response is given within this period, it will be considered a positive response.

§ 5

1. To ensure effective faculty operations, particularly regarding student affairs and educational processes, the Rector may authorize the Dean to act on their behalf.
2. In particular, the Rector may authorize the Dean to:
 - 1) issue administrative decisions or resolutions referred to in § 6 section 1.
 - 2) manage the faculty and deal with student affairs within the scope described in the Regulations.
3. Applications or requests submitted to the Rector on matters within the Dean's authorization are considered properly submitted. The Rector will promptly forward such applications to the Dean for review.

§ 6

1. Individual student cases are resolved through administrative decisions or resolutions.
2. The Academy body conducts administrative proceedings in two instances.
3. Administrative decisions referred to in paragraph 1 are issued in the following cases:
 - 1) removal from the list of students;
 - 2) fee exemption or fee reduction for educational services;
 - 3) granting or refusing to grant a social scholarship, a scholarship for disabled persons, an allowance, a rector's scholarship or a scholarship from the university's own scholarship fund;
 - 4) suspension of student rights in the case referred to in Article 316, paragraph 4 of the Act;
 - 5) changes in the form or field of study in the case of foreigners;
 - 6) refusal of admission to studies;
 - 7) refusal of admission to studies in the form of a transfer from another university;
 - 8) refusal to resume studies;
 - 9) other matters provided for in separate regulations;
 - 10) admission to studies of a foreigner.
4. The decisions referred to in paragraph 3 are issued in the first instance by the Rector, unless a specific provision provides otherwise.
5. A request for reconsideration of the case may be filed against a decision issued in the first instance by the Rector.
6. The student may submit the request referred to in paragraph 5 within 14 days of receiving the decision. The student should submit the request directly to the Rector. The request should include justification and accompanying necessary documents.
7. Individual student matters may also be resolved by the Dean, acting under the authority of the Rector. The Rector may only authorize the Dean to issue administrative decisions in the first instance.
8. The Dean's authority to issue administrative decisions on behalf of the Rector does not make him a governing body of the Academy. Each decision issued by the Dean acting in accordance with the procedure referred to in paragraph 7 should be marked "by authority of the Rector."
9. A decision issued by the Dean acting under the authority of the Rector may be appealed to the Rector for reconsideration of the matter.
10. A student may submit a request for reconsideration, as referred to in paragraph 9, within 14 days of receiving the decision. Submit the request through the Dean who issued the appealed decision. The request should include a justification and any

necessary supporting documents, including the Dean's opinion on the subject matter. The Dean will forward the request, along with the opinion and attachments, to the Rector for consideration within 7 days of receiving the request.

11. The Rector's decision in the second instance is final.
12. If the application for reconsideration of the case contains formal deficiencies, the entity issuing the decision in the first instance shall call upon the applicant to remedy these deficiencies within a specified time limit, not shorter than 7 days, under penalty of leaving the application for reconsideration of the case without consideration.
13. When issuing, repealing, amending or declaring the invalidity or expiry of the decisions referred to in paragraph 3, the provisions of the Code of Administrative Procedure shall apply, unless the Act or other provisions provide otherwise.
14. Decisions on granting or refusing to grant the benefits referred to in paragraph 3, point 3, are issued by the scholarship committee and the scholarship appeal committee or the Rector in accordance with separate regulations. Decisions are signed by the Rector or a Vice-Rector authorized by him, or the chairperson of the committee or a vice-chairperson authorized by him.

§ 7

1. In cases that do not require an administrative decision, the committee issues decisions. The committee issues the decision immediately, but no later than 30 days after the application is submitted, unless specific regulations provide otherwise.
2. The decisions referred to in paragraph 1 are issued by the Dean acting under the authority of the Rector.
3. The provisions of the Code of Administrative Procedure do not apply to the decisions.
4. If it is justified from the point of view of the conducted proceedings, taking into account such values as efficiency, effectiveness, reliability and objectivity of the Academy's activities, the provisions of the Code of Administrative Procedure shall apply to the decisions, in particular regarding:
 - 1) exclusion of Academy employees;
 - 2) deliveries;
 - 3) deadlines and time limits for resolving the matter;
 - 4) metrics, protocols and annotations.
5. The content of the decision referred to in paragraph 1 should allow for the determination of:
 - 1) the entity issuing the decision;

- 2) date of issuance of the decision;
 - 3) addressee of the decision;
 - 4) the decision made in the case;
 - 5) legal and factual basis of the decision.
6. The student has the right to become familiar with the content of the decision referred to in paragraph 1.
7. The decision is considered delivered on the date the student is informed of its content. Notification is sent to the email address provided by the student.
8. In the case of decisions referred to in paragraph 1, students have the right to submit a request for reconsideration to the Rector within 14 days of the date of delivery of the decision regarding the student's individual case. The Rector's decision resulting from the request for reconsideration is final .

§ 8

1. In individual student matters relating to the course of studies:
 - 1) subject to settlement by way of an administrative decision – the student submits a written application to the Rector through the relevant Dean;
 - 2) subject to resolution by way of a decision – the student has the right to submit a written application to the Dean acting under the authority of the Rector or to the Rector.
2. If the student's application is accepted in its entirety, the student may waive the justification of the administrative decision or ruling.
3. All decisions or resolutions made based on the Regulations should result from specific principles of study, take into account respect for the rights and dignity of the student, emphasizing the sense of social good, and be consistent with the provisions of the Act, the Statute and other generally applicable legal provisions.

§ 9

1. Studies can be conducted at the Academy as:
 - 1) first-cycle studies,
 - 2) second-cycle studies,
 - 3) uniform master's studiesin the form of full-time or part-time studies.
2. These regulations apply to all forms of stud.

3. Studies last:
 - 1) first-cycle studies last at least 6 semesters;
 - 2) second-cycle studies last at least 3 semesters and no more than 5;
 - 3) uniform master's studies last at least 9 semesters and no more than 12
4. If a student repeats a year, obtains leave from classes, or takes a diploma examination after the end of the last academic year of the course of study, the maximum period for completing the study program is extended accordingly.

§ 10

1. The Academy conducts studies in a specific field, level, and profile based on a curriculum. The curriculum specifies:
 - 1) learning outcomes referred to in the Act of 22 December 2015 on the Integrated Qualifications System (consolidated text: Journal of Laws of 2020, item 226, as amended), taking into account the universal first-level characteristics specified in the above-mentioned Act and the second-level characteristics specified in the regulations issued based on Article 7, paragraph 3 of the above-mentioned Act;
 - 2) description of the process leading to the achievement of learning outcomes;
 - 3) number of ECTS points assigned to classes.
2. ECTS credits measure the average student workload required to achieve learning outcomes.
3. An ECTS point corresponds to 25-30 hours of student work, including classes organized by the university and individual student work related to these classes.
4. Changes in the study program may be made after consulting the appropriate student government body, in accordance with the procedure provided for in the Act.
5. Changes to study programs are introduced at the beginning of a new education cycle.
6. During the education cycle, only the following changes may be introduced to study programs:
 - 1) in the selection of educational content provided to students during classes, taking into account the latest scientific, artistic, design or professional achievements;
 - 2) necessary for:
 - a) removal of irregularities identified by the Polish Accreditation Committee,
 - b) adapting the study program to changes in generally applicable regulations.

7. The curriculum is adopted at least three months before the beginning of the academic year in which it will be effective. The University publishes the curriculum in the Public Information Bulletin (BIP) within 14 days of its adoption.
8. The study program may allow selected studies or subjects to be conducted in a foreign language.
9. It is permissible to conduct classes using distance learning methods and techniques, provided that the study program, including the course card, specifies in detail the principles and requirements for conducting these classes.
10. The Dean, acting under the authority of the Rector in consultation with the subject teacher, may allow for the taking of specific examinations, including diploma examinations and final tests, as well as the submission of diploma theses in a foreign language.
11. The study program may provide for a list of compulsory subjects, the completion of which is a condition for passing a specific year of study specified in the study program or for completing studies, a sequential system of classes and examinations, the obligation to pass internships or other classes of a special nature.
12. The study program allows the student to choose classes to which ECTS points are assigned, representing no less than 30% of the number of ECTS points required to complete the studies.
13. The subjects chosen by the student are implemented as part of the study program.

II. Admission to studies

§ 11

1. Admission to studies at the Academy takes place through:
 - 1) recruitment;
 - 2) confirmation of learning outcomes in accordance with the principles adopted by the Academy Senate by resolution;
 - 3) transfer from another university or foreign university.
2. The Senate of the Academy determines the conditions, recruitment procedure, recruitment start and end dates, and the scope of entrance examinations for admission to studies by resolution.

3. The resolution referred to in paragraph 2 shall be made available in the Public Information Bulletin no later than 30 June of the year preceding the academic year to which it relates.
4. A person who meets the requirements specified in Article 69, paragraph 2 of the Act may be admitted to first-cycle and long-cycle master's studies at the Academy.
5. A person who meets the conditions specified in Article 69, paragraph 3 of the Act may be admitted to second-cycle studies.
6. The Academy also conducts entrance examinations for studies in art/design subjects.
7. The results of the entrance examinations referred to in paragraph 6 constitute 100% of the total score the candidate can obtain during the examination.
8. The principles and procedure for admission to studies at the Academy as a result of confirmation of learning outcomes, to the extent corresponding to the learning outcomes included in the study program for a specific field, level, form and profile of studies, are determined by the Senate of the Academy by way of a separate resolution.
9. Admission to the Academy as a student takes place upon taking the oath.
10. The content of the oath is included in Annex 1 to these regulations.
11. After taking the oath, the student receives a student ID card.

III. Organization of the academic year

§ 12

1. The academic year begins on October 1 and lasts until September 30 of the following calendar year.
2. The academic year is divided into two semesters: winter and summer.
3. Each semester ends with an examination session, which may not last longer than 14 days.
4. The semester includes 15 weeks of classes.
5. The Christmas and New Year break is excluded from teaching activities in the winter semester.
6. After the end of the winter examination session, there is a one-week break between semesters.
7. The Christmas break is excluded from teaching activities in the summer semester.

8. Retake exams and assessments after the examination sessions take place on the following dates:
 - 1) after the winter examination session, no longer than 14 days after the inter-semester break;
 - 2) after the summer examination session no later than September 30.
9. The period from the end of the summer exam session to September 30th is designated as summer vacation. During this period, open-air events, workshops, and student internships required by the student's program of study may be organized.

§ 13

1. The principles of organizing the academic year, with the division into semesters and the separation of dates for classes and examination sessions, are determined by the Rector by means of an order, no later than 2 weeks before the beginning of the academic year.
2. The Rector or the Dean acting under his authority may determine the detailed organization of the academic year for all forms and fields of study at the faculty, in accordance with the principles established by the Rector.
3. During the academic year, the Rector may, in justified cases, announce hours or days free from classes (so-called Rector's hours or days).
4. The relevant student government bodies also have the right to request the establishment of hours or days off from classes.
5. The Rector, at the request of the Dean, may consent to the Dean announcing hours or days free from classes (so-called dean's hours or days), canceling classes in all or some fields of study or years of study at a given faculty during that time.

§ 14

The Rector or the Dean, acting under the Rector's authority, appoints academic teachers as supervisors for individual years of study or student groups and defines their duties.

IV. Student Rights and Obligations

§ 15

1. The student is obliged to act in accordance with the oath and the Regulations, in particular:

- 1) acquire knowledge and skills;
- 2) comply with the regulations in force at the Academy and follow the orders of its authorities;
- 3) take care of the good name of the Academy and respect its traditions and customs;
- 4) obtain credits for classes and prepare term papers and diploma theses while respecting copyright;
- 5) attend classes, take tests and exams in accordance with the study program;
- 6) complete student internships and meet other requirements specified in the study program;
- 7) become familiar with the terms of payment for studies, as specified in separate regulations;
- 8) fulfill obligations to the Academy promptly.

2. The student has the right, in particular, to:

- 1) acquire knowledge in a chosen field of study, develop one's own scientific, artistic and design interests and, for this purpose, use the Academy's infrastructure, in particular the rooms and their equipment, the Internet network and the entire Academy's library collections in accordance with applicable regulations, as well as with the assistance of academic teachers and administrative staff within the scope of their duties;
- 2) participate in classes and take examinations or tests provided for in the study program on the terms specified therein;
- 3) participate in decision-making by the relevant collegial bodies of the Academy, teams and committees, including submitting demands regarding study programs and matters related to social and living conditions, through student representatives;
- 4) participating in the process of ensuring and improving the quality of education at the Academy by expressing opinions on various aspects of the quality of education using the tools used by the Academy;
- 5) receiving awards and distinctions on the terms specified in the Regulations and in separate provisions;
- 6) joining existing student organizations and establishing new ones;
- 7) participating in scientific, artistic and design research and associating in scientific circles operating at the Academy;
- 8) developing cultural and sporting interests, using the Academy's infrastructure for this purpose and assistance from academic teachers and Academy bodies;

- 9) information regarding the settlement of individual stages of studies, including information available in the USOSweb system;
 - 10) access to written work that influences the credit and final grade for the course, as well as to the assessment of the diploma thesis made by the supervisor and reviewer;
 - 11) participate in open classes of other fields of study and other classes with the consent of the lecturer;
 - 12) transfer and recognition of ECTS credits;
 - 13) pursuing studies according to an individual study organization;
 - 14) justifying absences from classes;
 - 15) leave from classes and leave from classes with the possibility of proceeding to the verification of the achieved learning outcomes specified in the study program;
 - 16) changes in field of study;
 - 17) transfer to full-time or part-time studies;
 - 18) taking an examination before a board with the participation of an observer indicated by him;
 - 19) repeating specific classes due to unsatisfactory academic results and resuming studies – under the terms set out in these regulations;
 - 20) receiving financial assistance benefits based on separate provisions.
3. The student receives a student ID card.
 4. A student ID is a document certifying student status. It is valid no longer than the date of graduation, suspension of student rights, or removal from the student register. For first-cycle graduates, it is valid until October 31st of the graduation year.
 5. A student of a foreign university completing part of the study program at the Academy may apply for a student ID card, in which case the student ID card will remain valid no longer than until the end of the part of the study program at the Academy.
 6. The student is obliged to immediately notify the Academy of any change of name and address, as well as any data required by the Academy under separate regulations.
 7. Student rights and obligations expire on the date of graduation or removal from the student register. A person who has completed first-cycle studies retains student rights until October 31st of the year in which they completed their studies, subject to separate regulations.
 8. The University authorities are obliged to take actions aimed at ensuring equal opportunities for students with disabilities to complete the study program, taking into

account the degree and nature of the disability and the specificity of a given field of study.

§ 16

1. A student who is or may be exposed to harmful, burdensome, or health-threatening factors during classes is required to undergo a medical examination and obtain a medical certificate confirming their fitness to participate in such classes. Separate regulations specify the certificate form.
2. The Dean, acting under the authority of the Rector, refers the student for a medical examination.
3. The student should be referred for examination within a timeframe that allows obtaining the medical certificate referred to in paragraph 1 before the commencement of classes, during which the influence of harmful factors is possible.
4. A student who does not undergo the examinations referred to in paragraph 1, or does not submit an appropriate medical certificate by the date of commencement of classes, or submits a medical certificate confirming the existence of health contraindications, may not be allowed to participate in classes.

V. Individual organization and changes within the course of study

§ 17

1. The Dean, acting under the authority of the Rector, may, at the student's request, consent to an individual organization of studies (IOS).
2. A pregnant student or a student who is a parent cannot be refused consent to pursue studies in a specific field and at a specific level according to an individual study plan until they are completed – in the case of full-time studies.

§ 18

1. IOS may be granted in particular:
 - 1) students who excel in science;
 - 2) students participating in research, artistic and design work;
 - 3) students who stand out in artistic, design and cultural activities;
 - 4) students who excel in sports activities in which they represent the Academy;

- 5) students referred to study at another domestic or foreign university or institution;
 - 6) students pursuing more than one field of study at the same time;
 - 7) students with disabilities or chronic illnesses;
 - 8) pregnant students and students who are parents;
 - 9) students admitted to studies as a result of confirmation of learning outcomes;
 - 10) students actively involved in the student government or student organization for the benefit of the Academy;
 - 11) in other justified cases than those mentioned in points 1-10, including those related to random events affecting the student that prevent them from attending classes and obtaining credits for subjects in accordance with the study program.
2. IOS involves modifying the curriculum to align it with the student's scientific, artistic, and design interests, enabling them to conduct research, artistic, and design activities. IOS is based on providing individual mentoring from an academic teacher.
 3. Students must submit an application for an IOS before the start of the semester in which they wish to use the IOS. In particularly justified cases, students may submit the application during the semester.
 4. A student applying for an individual organization of studies (IOS) is obliged to present to the Dean, acting under the authority of the Rector, a proposal for a study program for the semester in which the IOS is being applied for, agreed with the academic teacher who has agreed to supervise the individual organization of studies (IOS supervisor) referred to in paragraph 2, as well as a proposal for a schedule of classes, examinations and assessments agreed and reviewed by the academic teachers conducting the classes.
 5. If the student does not indicate a candidate for the IOS supervisor, the Dean, acting under the authority of the Rector, appoints one.
 6. Modifications to a study program in connection with an IOS must ensure the achievement of all learning outcomes specified in the study program for the semester in which the student applies for an IOS. An IOS may not result in the extension of the student's current studies.
 7. When giving consent to the IOS, the Dean, acting under the authority of the Rector, simultaneously approves the program of studies and the IOS supervisor.
 8. The Dean, acting under the authority of the Rector, may seek the opinion of the Faculty Council before giving consent to grant the IOS.
 9. The IOS supervisor may be an academic teacher with at least a PhD/Doctor of Arts degree.

10. IOS may rely in particular on:
 - 1) modification of the sequential system of classes and examinations and modification of the form of credits and examinations,
 - 2) modifying the teaching schedule within the course of study or the number of teaching hours while maintaining the number of ECTS points required to complete the semester;
 - 3) changes in exam and test dates.
11. Detailed rules for pursuing studies according to the IOS are determined by the Dean, acting under the authority of the Rector after consulting the Faculty Council.
12. If it is found that the student has not completed the study program in accordance with the Individual Study Program, the Dean, acting under the authority of the Rector and after consulting the Individual Study Program supervisor, may withdraw consent to the Individual Study Program in a given semester.

§ 19

1. A person admitted to studies in the mode of confirmation of learning outcomes is obliged, before the commencement of classes, to submit to the Dean, acting under the authorization of the Rector, an application for crediting the subjects recognized in the mode of confirmation of learning outcomes.
2. The Dean, acting under the authority of the Rector, shall establish, in consultation with the person referred to in paragraph 1, the Individual Student Identification System in accordance with the principles set out in § 18 of the Regulations.

§ 20

1. A student may, with the consent of the Dean acting under the authority of the Rector, complete courses not included in the study program, as well as complete part of the study program at other universities, including foreign ones.
2. A student from another university, including a foreign university, may, with the consent of the Dean acting under the Rector's authority, receive credit for courses taken at the Academy. The Dean acting under the Rector's authority establishes the Individual Student Identification System (IOS) in consultation with the person referred to in paragraph 1, after obtaining a positive opinion from the Faculty Council.

§ 21

1. Students with disabilities may apply for adaptation of the organization and proper implementation of the teaching process, including the conditions of study, to the type of disability.
2. The students referred to in paragraph 1 include persons:
 - 1) having a valid disability certificate or an equivalent document;
 - 2) chronically ill persons without a disability certificate, whose health situation is confirmed by submitted medical documentation;
 - 3) in whom a sudden illness or accident results in a temporary inability to fully participate in classes, and these circumstances are confirmed by medical documentation;
 - 4) with documented other learning and functioning difficulties.
3. Adaptation of teaching activities to the needs of students referred to in paragraph 1 may be carried out in particular through:
 - 1) enabling students to record classes;
 - 2) enabling the student to use available technological solutions (e.g. using hearing aids, induction loop);
 - 3) enabling students to receive teaching materials from lecturers in a form accessible to the student;
 - 4) teachers' use of teaching aids enabling visual reception of information;
 - 5) enabling the replacement of student activity in verbal form with written form (e.g. a paper, a test);
 - 6) enabling the replacement of the place where classes take place with an architecturally accessible place;
 - 7) adjusting the time allocated for preparing final assignments (including enabling the division of the final assignments into parts);
 - 8) enabling the student to participate in classes and take exams according to the IOS;
 - 9) enabling students to take sick leave while retaining the right to attend part of their classes during the leave.

4. Adaptation of assessments and examinations to the needs of students referred to in paragraph 1 may be carried out in particular through:
 - 1) extending their duration;
 - 2) receiving questions in written form during tests and oral examinations;
 - 3) changing from oral to written form;
 - 4) receiving examination papers in large font;
 - 5) enabling a written test or examination to be conducted on a computer;
 - 6) extending the duration of the examination session.
5. Decisions in matters referred to in paragraph 1 are made by the Dean, acting under the authority of the Rector at the request of the student.
6. The application referred to in paragraph 5 must be submitted by the student 30 days before the beginning of the semester/academic year to which it pertains. This deadline does not apply to students referred to in paragraph 2, point 3.
7. The application referred to in paragraph 5 should include:
 - 1) a document confirming the existence of the circumstance referred to in paragraph 2;
 - 2) indicating the student's health-related needs, which should be taken into account when adapting the way of organizing and implementing the teaching process;
 - 3) indication of subjects whose implementation by the student requires adaptation.
8. The Dean, acting under the authority of the Rector, may seek the opinion of the instructors of the classes to which the application relates and the representative for persons with disabilities to determine the possibility of providing access to the Academy's infrastructure.
9. Together with the decision, the Dean shall designate a plan for adapting the manner of organization and implementation of the teaching process in the semester/academic year, specifying in particular the forms of adapting teaching activities, assessments and examinations.
10. The adjustment plan referred to in paragraph 9 is communicated to the student concerned, the representative for persons with disabilities and the course instructor.
11. The Rector appoints a plenipotentiary for persons with disabilities.

VI. Change of university, field of study, form and system of study

§ 22

1. A student of the Academy who intends to transfer to another university, including a foreign one, is obliged to:
 - 1) obtain the consent of the receiving university and notify the Rector or the Dean of the faculty where the student is studying, acting under his/her authority, of this consent and of the intention and date of transfer;
 - 2) provide the decision on admission to studies by transfer from the host university within 14 days of its receipt;
 - 3) return your student ID.
2. In the case of a student who has obtained consent to transfer to another university, the decision to grant benefits, if the student receives them, expires on the last day of the month in which the transfer took place.

§ 23

1. A student of another university, including a foreign university, after completing the first year of first-cycle/long-cycle master's studies may apply for admission to studies at the Academy by transfer, but no later than 2 semesters before the end of these studies, provided that they have met all the requirements resulting from the regulations in force at the previous university.
2. The student should submit an application for transfer before the start of the semester, but no later than September 15 before the start of the winter semester, or January 31 before the start of the summer semester.
3. The application referred to in paragraph 2 should contain a justification. The head of the unit from which the student intends to transfer must approve it, together with documents confirming the previous education and course of studies.
4. The application referred to in paragraph 2 should be supported by the applicant's artistic and design works.
5. Admission to studies at the Academy by transfer is decided by the Dean, acting under the authority of the Rector, after obtaining the opinion of the Faculty Council
6. In relation to a student applying for admission to studies at the Academy by way of transfer, the provisions of § 15 of the Regulations shall apply.

§ 24

1. An Academy student may apply for a transfer to another program at the Academy.
2. In the case of applying for a transfer to another field of study within the Academy, the provisions of § 22 and § 23 of the Regulations shall apply accordingly.
3. In particularly justified cases, the Dean, acting under the authority of the Rector, may consent to a change of field of study in second-cycle studies. In such a case, the student, after completing the first semester of second-cycle studies, may apply for admission to another field of study at the Academy by transfer, but no later than two semesters before the completion of these studies, provided that they have met all the requirements arising from the program of study for the previous field.

§ 25

1. A student from another university, including a foreign one, cannot be admitted, nor can they be transferred to another field of study if:
 - 1) the student is suspended from student rights,
 - 2) disciplinary proceedings are pending against him,
 - 3) proceedings were initiated against him to remove him from the list of students.
2. The student submits a declaration regarding the circumstances referred to in point 1.

§ 26

1. The Dean, acting under the Rector's authority, may, at the student's request, consent to the transfer and recognition of ECTS credits. In such cases, the Dean also transfers grades, both positive and negative.
2. In the case referred to in paragraph 1, the Dean, acting under the authority of the Rector, decides in consultation with the subject teacher after reviewing the course-of-study documentation.
3. The condition for transferring ECTS points in place of points assigned to classes, internships/outdoor workshops specified in the study program is that the achieved learning outcomes are consistent with the outcomes specified in the study program.
4. Classes, internships/outdoor workshops for which ECTS points are transferred may constitute the basis for obtaining credit for the teaching cycle, provided that they are covered by the study program applicable in a given year of studies.
5. The transfer of ECTS points for classes, internships/outdoor workshops/workshops carried out as part of exchange programs is carried out based on and in accordance with

the agreement concluded between the Academy and the university or partner institution on the implementation of part of the study program as part of the exchange program or the agreement on the internship/outdoor workshop/workshop program.

6. The student receives the number of ECTS points that are assigned to the learning outcomes achieved as a result of completing the relevant classes and internships in the field of study to which the ECTS points are transferred.

§ 27 – Repealed

§ 28

1. A student may, with the consent of the Dean acting under the authority of the Rector, study additional subjects at the Academy or at another higher education institution.
2. Full-time students referred to in paragraph 1 have the right to use the limit of 30 additional ECTS points without paying fees.
3. The subject referred to in paragraph 1 ends with a credit in a given semester/academic year.

§ 29

1. After completing the first year of first-cycle studies, uniform master's studies, or after completing the first semester of second-cycle studies, a student may, with the consent of the Dean acting on behalf of the Rector, study selected subjects in their field of study or a related field of study at another university, domestic or foreign, as part of student exchange programs for a period of one semester or one academic year.
2. Detailed rules for organizing exchange programs are defined in agreements concluded between universities. ECTS credits are recognized without re-verification of learning outcomes if the education was conducted in accordance with the terms specified in the agreement.
3. The Dean, acting under the authority of the Rector, approves an individual study program to be implemented at another domestic university and specifies the conditions, deadlines, and method for making up any outstanding student gaps resulting from differences in study programs.
4. Passing classes covered by an individual study program and the results obtained at another domestic higher education institution are treated equally to passing classes and the results obtained at the Academy.

5. A student of the Academy studying at a foreign university as part of an international student exchange program completes a semester or year of studies in accordance with separate regulations specified in the Rector's order.

VII. Completion of the semester and year

§ 30

1. Participation in classes included in the study program is mandatory.
2. The student is obliged to submit a declaration of the choice of subjects to be taken in a given semester/year of studies, together with the number of ECTS points not lower than the number required to pass a given semester/year.
3. The subject selection declaration must be completed in the USOSweb system.
4. A student is obliged to complete all the subjects declared for a given academic year, unless the study program allows for this obligation to be fulfilled by the time of graduation.
5. To pass a semester of studies, a student must obtain at least 30 ECTS points; to pass a year of studies, at least 60 ECTS points; and, when a year of studies lasts one semester, 30 ECTS points.
6. The condition for completing the first-cycle study program is obtaining at least:
 - 180 ECTS points – in the case of first-cycle studies lasting 6 semesters;
 - 210 ECTS points – for first-cycle studies lasting 7 semesters.
7. The condition for completing the second-cycle study program is to obtain at least:
 - 90 ECTS points – in the case of second-cycle studies lasting 3 semesters;
 - 120 ECTS points – in the case of second-cycle studies lasting 4 semesters.
8. To complete a uniform Master's degree program, students must obtain at least 300 ECTS points – in the case of uniform Master's degree programs lasting 9 or 10 semesters.
9. A student is awarded ECTS credits only if the assessment procedure demonstrates that they have achieved the intended learning outcomes for a given course/course format. If a course comprises more than one course format, the study program may provide for ECTS credits for completing each of these formats separately, provided that each format is assigned learning outcomes and the methods for their assessment and evaluation are specified.
10. The number of ECTS points assigned to individual classes is calculated based on:
 - a) number of contact hours with an academic teacher;

- b) number of hours of students' own work;
 - c) the number of hours allocated to preparing for exams and tests, preparing term papers, diploma theses, etc.;
 - d) the number of hours devoted to expanding knowledge in the field of broadly understood culture and art (participation in exhibitions, conferences, lectures, talks, etc.).
11. Detailed calculations of the number of ECTS points assigned to specific classes are included in the course cards, which are annexes to the study program.
 12. The Dean, acting under the Rector's authority, may, at the student's request, consent to the transfer and recognition of ECTS credits. In such cases, the Dean also transfers grades, both positive and negative.
 13. In the case referred to in paragraph 12, the Dean, acting under the authority of the Rector, decides in consultation with the subject teacher after reviewing the course-of-study documentation.
 14. The condition for transferring ECTS points in place of points assigned to classes, internships/outdoor workshops specified in the study program is that the achieved learning outcomes are found to be consistent with the outcomes specified in the study program.
 15. Classes, internships/outdoor workshops for which ECTS points are transferred may constitute the basis for crediting a semester/year of studies, provided that they are covered by the study program applicable in a given semester/year of studies.
 16. A student has the right to withdraw from a declared course during a semester/academic year by presenting the reason for withdrawal to the Dean, acting under the Rector's authority. At the same time, the student must submit an application declaring the choice of another course, specifying the number of ECTS credits required to complete the given semester/year of study. The Dean, acting under the Rector's authority, will decide the matter based on the written opinion of the academic teachers teaching the courses.
 17. The matter referred to in paragraph 16 should be resolved within a timeframe that allows the student to obtain learning outcomes in the subject chosen by the student in the application, but no later than 8 weeks after the start of classes in the semester.

§ 31

1. Teaching activities in a given semester/academic year end with an examination session during which the student passes the subject in the form of:
 - 1) exam;

- 2) pass with a grade; or
 - 3) passing.
2. The verification of learning outcomes in a subject included in the study program shall take place before the instructor in the form specified in paragraph 1, in the manner specified in the study program and the subject card, and confirmed by the instructor.
3. Credits are awarded, in particular, based on attendance at classes, review of work, assessment of student activity, ongoing tests, colloquia, or presentations.
4. The course card specifies the form and conditions for verifying learning outcomes for that course, the permissible number and excuse of absences, and the rules for admission to exams or graded credits in accordance with the applicable curriculum. The instructor provides students with this information during the first class and posts it in the USOS system.
5. Information about the dates of examinations or assessments should be communicated to students by the course instructor no later than 2 weeks before the first scheduled date.
6. In the event of failure to obtain a pass or an unsatisfactory grade in a subject, the student has the right to one re-attempt to verify the learning outcomes in that subject before the deadline referred to in § 32 section 4.
7. Re-verification of learning outcomes to improve the obtained positive grade is not permitted.
8. Teaching activities and the verification of learning outcomes may be conducted in a foreign language according to the principles specified in the study program, after consultation with the subject teacher.
9. If the study program provides for a mid-cycle review of students' progress in achieving learning outcomes, the Rector or the Dean acting under his authority shall specify the detailed terms and conditions and the timetable for the review.
10. At the student's request:
 - 1) they are exempt from the obligation to participate in physical education classes and obtain a credit for this subject based on a medical certificate stating the student's inability to participate in physical education classes;
 - 2) he may be exempted, with the consent of the Dean acting under the authority of the Rector, from the obligation to participate in physical education classes if he actively participates in the activities of a sports club and the coach of the given sports discipline section reviews the application.

§ 32

1. The periods to be counted are semesters and years of study.
2. Completion of a semester/academic year is confirmed by an entry in the USOS system and in the student's achievement card.
3. The Dean, acting under the authority of the Rector, may determine a detailed schedule for the examination session at the faculty and make it available to students 10 days before its commencement.
4. The deadline for obtaining credits and passing all exams in the winter semester is 14 days after the end of the inter-semester break; in the summer semester, this deadline is September 30.
5. For students for whom IOS was applied, the condition for passing the semester/academic year is obtaining a credit and passing all subjects covered by the individual organization of studies.
6. In exceptional circumstances, at the request of a student justified by important reasons (health, family, unexpected events), the Dean, acting under the authority of the Rector in consultation with the lecturer, may schedule a given subject for examination outside the exam session.
7. A request to reschedule the assessment of learning outcomes for a given course may be approved provided that the student has received a credit for the course for which the assessment is requested, if required by the program of study, or has met all other requirements specified in the course card and confirmed by the instructor. Submit this request to the Dean, acting under the Rector's authorization, before the examination session begins.
8. In the event of a student's excused absence from the assessment of learning outcomes in the form specified in § 31, sections 1 and 2, the Dean, acting under the authority of the Rector, may, upon request, set a different date for this assessment in consultation with the instructor. The student's request should include a documented reason for the excused absence and should be submitted no later than 7 days from the date of the assessment.
9. In the event of failure to obtain a credit for the subject for which the student is applying for a postponement of the date for verification of learning outcomes to a date outside the examination session, the student will receive an unsatisfactory grade in the examination session, with the possibility of improving it in the resit session.
10. The student has the right to begin verification of the learning outcomes in a given subject before the examination session on a date agreed with the instructor.

§ 33

1. The condition for admission to the examination session is obtaining the required credits in the subjects before its commencement, if required by the study program, or meeting all other conditions specified in the subject card and confirmed by the lecturer, in particular those listed in § 31 section 3.
2. The provisions of paragraph 1 shall apply accordingly to the admission to verification of learning outcomes in a given subject.
3. If it is necessary to pass a given subject before the examination session, which is one of the conditions for admission to that session, failure to pass more than 2 subjects will result in not being admitted to the examination session and may be the basis for being asked to repeat the semester.
4. At the student's request, the Dean, acting under the authority of the Rector, may, in particularly justified cases, admit a student to the examination session despite the lack of credits in more than 2 subjects.
5. Unexcused failure to appear for the verification of learning outcomes is equivalent to failing the subject on the first attempt.

§ 34

1. The study program specifies the list of subjects ending in a given session:
 - 1) passing and grading the exam;
 - 2) passing with a grade;
 - 3) passing.
2. The following grades are used for graded tests and examinations:
 - excellent 5.5
 - very good 5.0
 - good plus 4.5
 - good 4.0
 - sufficient plus 3.5
 - satisfactory 3.0
 - insufficient 2.0
3. Obtaining an unsatisfactory grade means failing the exam or not obtaining a credit.

4. All grades and credits are entered into USOSweb and the student's periodic achievement card no later than the day following the last day of the examination session. The grades referred to in paragraph 1, item 2 apply accordingly to the credits referred to in point 2.
5. Grades entered into USOSweb, and the student's periodic achievement card constitute the basis for calculating the grade point average.
6. Students are informed about the results of examinations and tests directly by the course instructor.

§ 35

1. The Rector or the Dean acting under his authority may, on his own initiative or at the request of a student or the student government, order an examination before a board if:
 - a) during the verification of learning outcomes, there were irregularities in its implementation or
 - b) the scope of the verification of learning outcomes carried out exceeded the scope specified in the subject card referred to in § 31 section 4 of the Regulations.
2. The student or the student government may submit the application referred to in paragraph 1 within 3 working days from the date of announcement of the result of the verification of learning outcomes.
3. The examination before a commission is conducted within 2 to 14 days from the date of its order.
4. The examination committee consists of a chairperson and two members appointed by the Rector or the Dean, acting under his authority, from among the academic staff. At least one member of the committee must hold an academic title or a postdoctoral degree. In particularly justified cases, the Rector or the Dean, acting under his authority, may appoint additional members to the committee.
5. The Rector or a person authorized by him may participate in the examination before the board.
6. At the student's request, an observer designated by the student may participate in the examination before the board. The instructor who issued the grade verified by the board may participate in the examination with observer rights.
7. The form and date of the examination before the board shall be determined by the Rector or the Dean acting under his authority in consultation with the chairman of the board, taking into account paragraph 3. A report shall be prepared on the board examination.

8. If the application referred to in paragraph 1 concerns the verification of learning outcomes in writing, the Rector or the Dean acting under his authority may order a committee review and assessment of the student's work.
9. The committee decides on the result of the board examination by a simple majority of votes, then changes or maintains the grade in the subject to which the application pertained.
10. The result of the examination before the board is taken into account as the basis for passing a given semester/year of studies, even if it was conducted after the deadline for passing the semester/year of studies.

§ 36

1. A student who has not passed the required subjects in a semester may apply for:
 - a) conditional admission to the next semester or
 - b) repeating a semester or year of studies.
2. To apply for conditional entry or to repeat a semester/year of studies, submit an application to the Dean, acting under the authority of the Rector, along with a justification and the opinion of the teacher of the subject to which the application relates, including the date of passing the exam.
3. The application referred to in paragraph 2 must be submitted no later than the last day of the re-sit examination session.

§ 37

1. The Dean, acting under the authority of the Rector, may, at the student's request, consent to conditional enrolment in the next semester/year of studies in the event of failure to obtain credits in no more than 2 subjects in a semester or when the number of ECTS points assigned to the failed subject does not exceed $\frac{1}{3}$ of the number of ECTS points required to complete the semester in accordance with the study program.
2. In the event of conditional enrolment in the next semester/year of studies, the student is obliged to complete the semester/year of studies by the deadline, obtain a number of points that will make up the point difference remaining from the previous semester/year of studies and meet other conditions provided for in the study program.
3. Failure to pass the same subject may constitute the basis for conditional entry only once within the course of study.

§ 38

1. The Dean, acting under the authority of the Rector, may, at the student's request, consent to repeating a semester/year of studies in the event of:
 - 1) failure to obtain the number of ECTS points required for registration for the next semester/year of studies;
 - 2) failure to meet the conditions referred to in § 37 sections 1 and 2 of the Regulations, or other conditions for passing a given semester/academic year in accordance with the study program.
2. When repeating a semester/year of studies, a student has the right to participate in classes and take exams scheduled for the next semester/year of studies, unless this excludes the sequential system of classes or exams or requires meeting other conditions specified in the study program.
3. Repeating a semester/year of studies is permitted only once within the course of studies.
4. Before the deadline for completing a semester/year of studies, you may not repeat a subject in the same semester/year of studies unless the study program allows it.
5. In particularly justified cases, at the request of the student, the Dean, acting under the authorization of the Rector, may once during the course of studies consent to the repetition of the same or another semester/year of studies.
6. If it is necessary to repeat subjects, together with the application referred to in paragraphs 1 and 5, the student is obliged to indicate the subjects for which they are applying for repetition.

§ 39

1. The student is obliged to complete a mandatory internship/outdoor workshop/workshop if the study program provides for it.
2. The Dean, acting under the authority of the Rector, makes decisions regarding mandatory internships, open-air events, and workshops. A separate order of the Rector regulates rules for organizing and conducting internships.
3. At the request of a student, the Dean, acting under the authority of the Rector, may:
 - 1) consider the student's participation in research, artistic or design work as an internship if this work meets the requirements specified in the study program for a given internship;

- 2) exempt a student from completing a specific internship by including work, internship or volunteering performed by the student as part of the internship if its nature meets the requirements set out in the internship program;
 - 3) allow the student to complete the internship/outdoor workshop/workshop at another time if passing the internship interferes with the possibility of continuing studies.
4. In justified cases, the Dean, acting under the authority of the Rector, may:
 - 1) dismiss a student from the internship if they violate the standards and regulations in force at the institution where they are doing the internship;
 - 2) fail to complete the internship/outdoor workshop/workshop if the student has not met the established conditions for its completion.
5. The credit for internships/outdoor workshops/workshops is determined by the number of ECTS points in the study program.
6. The Rector or the Dean acting under his authority appoints an internship coordinator from among the academic teachers, who exercises general supervision over the proper organization and substantive course of student internships.

VIII. Disciplinary liability

§ 40

1. In the event of a suspicion that a student has committed an act consisting of:
 - 1) appropriating the authorship or misleading others as to the authorship of all or part of another person's work;
 - 2) disseminating, without specifying the name or pseudonym of the author, someone else's work in its original version or as a derivative work;
 - 3) infringing on another person's copyright or related rights in a manner other than that specified in points 1-2;
 - 4) falsification of scientific research or its results or other scientific fraud

The Rector immediately orders an investigation.

2. If, as a result of the investigation, the collected evidence indicates the probability of committing an act referred to in paragraph 1, the Rector shall suspend the proceedings for the award of a professional title until the disciplinary committee issues a ruling and shall submit a notification of suspicion of committing an offense.

3. The person teaching the subject is obliged to notify the Rector and the Dean of any suspicion of the occurrence of circumstances referred to in paragraph 1.

§ 41

The Act and separate regulations regulate students' disciplinary responsibility.

IX. Removal from the student register and readmission to studies

§ 42

1. The Dean, acting under the authority of the Rector, removes a student from the list of students in the event of:
 - 1) failure to undertake studies;
 - 2) written resignation from studies;
 - 3) failure to submit the diploma thesis or diploma examination within the deadline referred to in § 48 section 1 item 3,
 - 4) disciplinary penalty of expulsion from the university.
2. The Dean, acting under the authority of the Rector, may remove a student from the list of students in the event of:
 - 1) failure to participate in compulsory classes;
 - 2) finding a lack of progress in learning;
 - 3) failure to obtain credit for the semester or year within the time limit referred to in § 12 section 8;
 - 4) failure to pay fees related to studies, despite an effectively delivered written request for payment, within 7 days from the date of its delivery.
3. The decisions referred to in paragraphs 1 and 2 may be appealed to the Rector for reconsideration within 14 days of receipt of the decision.
4. Failure to commence studies, referred to in paragraph 1, point 1, shall be deemed to occur if the student fails to fulfill the obligations arising from the Regulations and the study program, in particular in the case of:
 - a) failure to take the oath;
 - b) failure to submit, within the required deadline, a certificate of no contraindications to participation in classes during which students are exposed to harmful factors
 - c) unjustified failure to submit the declaration referred to in § 30 section 2 of the Regulations.

d) referred to in § 52 section 2 of the Regulations.

5. Failure to participate in compulsory classes, referred to in paragraph 2,, point 1, is established in cases of unjustified absence from more than half of the subjects the student is required to pass in a given semester and in which, according to the study program, attendance is obligatory.
6. The lack of progress in learning, referred to in paragraph 2, point 2, is stated when the degree of completion of the study program excludes the possibility of obtaining credit for the semester, unless the student is entitled to repeat the semester.

§ 43

1. The Dean, acting under the authority of the Rector, after consulting the Faculty Council, may consent to the resumption of studies at the request of a person removed from the list of students in the second year or higher, starting from the following academic year, unless the removal from the list of students was due to a disciplinary penalty of expulsion from the university or more than 5 years have passed since the date of removal.
2. Resumption of studies takes place in the field, level, and profile of study from which the applicant was removed.
3. Resumption of studies is permitted only once, within the same field, level, and profile of studies, provided that the University continues to provide education in the same field, level, and profile of studies.
4. Resumption of studies is permitted from the beginning of the academic year and is considered a continuation of the previous course of studies.
5. Repealed.
6. In the case referred to in paragraph 2, the Dean, acting under the authority of the Rector, shall determine the number of ECTS credits subject to transfer and recognition and shall determine the year of studies in which the student resuming studies is registered, taking into account the identified curriculum differences and the study program in force in the year of studies in which the student resuming studies is registered.
7. If the Dean, acting under the authority of the Rector, identifies curriculum differences, may not consider the course passed or may determine a lower number of ECTS points to be transferred and recognized.

8. In the case of a person who has been removed from the register due to failure to submit a diploma thesis, but has met all the requirements specified in the study program, the Dean, acting under the authority of the Rector, may consent to the resumption of studies without the obligation to make up for the program differences referred to in paragraph 7.
9. If more than 5 years have passed since the date of removal from the student register, re-admission to studies takes place according to the general rules for admission to the first year of studies.
10. In the event of resumption of studies, the student is obliged to meet the conditions referred to in § 16 of the Regulations.

X. Diploma thesis

§ 44

1. The condition for completing first-cycle studies is preparing and submitting a diploma thesis, provided that the study program requires it, and passing the diploma examination.
2. The condition for completing second-cycle studies and uniform master's studies is preparing and submitting a diploma thesis and passing the diploma examination.
3. The condition referred to in paragraphs 1 and 2 is deemed to be met when the diploma thesis has been assessed positively.

§ 45

1. In first-cycle studies, the student prepares a diploma thesis under the supervision of an academic teacher – supervisor – who holds at least a doctoral degree.
2. A diploma thesis may be prepared under the supervision of more than one supervisor, provided that each supervisor meets the conditions referred to in paragraph 1.
3. The diploma thesis consists of:
 - 1) artistic and design work;
 - 2) description of the work referred to in point 1;
 - 3) documentation of the practical part of the diploma thesis.
4. A diploma thesis may be prepared by more than one student, provided that it is possible to distinguish the parts prepared independently by individual students and, on this basis, to determine the contribution and substantive value of the work of each of them.

5. The practical part and the diploma thesis description are made available to members of the diploma committee of the field of study for review 7 days before the diploma examination, in electronic form via APD.

§ 46

1. In second-cycle and long-cycle master's studies, the student prepares a diploma thesis under the supervision of an academic teacher – supervisor – holding the title of professor or a postdoctoral degree.
2. A diploma thesis may be prepared under the supervision of more than one supervisor, provided that each supervisor meets the conditions referred to in paragraph 1.
3. Repealed.
4. The diploma thesis consists of:
 - 1) artistic or artistic-research, design or design-research work;
 - 2) additional artistic or artistic-research work, if specified in the study program;
 - 3) written theoretical work;
 - 4) documentation of the practical part of the diploma thesis;
 - 5) other work resulting from the specific nature of the field of study, provided that it is specified in the study program.
5. A diploma thesis may be prepared by more than one student, provided that it is possible to distinguish parts prepared independently by individual students and, on this basis, to determine the contribution and substantive value of the work of each of them, and the interdisciplinary or multifaceted nature of the diploma thesis justifies the need for teamwork.
6. The documentation of the practical part and the written theoretical paper are made available to members of the diploma committee of the field of study for review 7 days before the diploma examination, in electronic form via APD.

§ 47

1. The topic and scope of the diploma thesis should be determined no later than May 31 or November 30 of the penultimate semester of studies. The Faculty Council should also approve them, unless specific regulations provide otherwise.

2. The Dean, acting under the authority of the Rector, appoints a reviewer of the diploma thesis within the time limit referred to in paragraph 1, after consulting the Faculty Council.
3. The Dean, acting under the authority of the Rector, may specify a detailed description of the content of the diploma thesis or other additional requirements regarding the diploma thesis prepared by the student in a given field, profile and level of study, no later than 30 April of the year preceding the academic year in which the diploma examination will be held.
4. 14 days before the planned date of the diploma, the supervisor submits to the Dean, acting under the authority of the Rector, an application for the student's admission to a public defense of the diploma thesis.
5. The Academy of Fine Arts in Katowice awards a diploma solely based on a thesis defended at the Academy, unless specific regulations provide otherwise.
6. At least 7 days before the scheduled date of the diploma examination, the Academy publishes information about the student's public defense on the Academy's website, including in the Public Information Bulletin.

XI. Diploma examination

§ 48

1. The condition for admitting a student to the diploma examination is:
 - 1) passing all subjects and obtaining positive grades in the subjects, provided that the subject ends with an examination/credit with a grade, as well as open-air workshops, student internships provided for in the study program;
 - 2) checking the written theoretical work using the Unified Anti-plagiarism System;
 - 3) submitting the diploma thesis no later than 14 days before the scheduled date of the diploma examination to the Dean's Office of the organizational unit of the Academy conducting the given studies and obtaining a positive assessment by the supervisor or supervisors in the APD system, according to the grading scale specified in § 34 section 2 of the Regulations;
 - 4) obtaining a positive assessment by a reviewer in the APD system, according to the grading scale specified in § 34 section 2 of the Regulations;
 - 5) submission of other required documents specified by the Dean acting under the authority of the Rector, pursuant to § 47 section 3 of the Regulations, if provided for, in the Dean's office of the organizational unit of the Academy conducting the given studies.

2. The diploma examination includes:
 - 1) presentation of a practical diploma thesis together with additional work, if the study program provides for it;
 - 2) presentation of a written theoretical paper or description of practical work in the case of first-cycle studies;
 - 3) defense of the diploma thesis.
3. The first-schedule diploma examination should be held no later than two months after the end of classes in the final semester of study. The detailed examination schedule is determined by the Dean, acting under the authorization of the Rector.
4. In the event of the absence of the thesis supervisor during the diploma examination, the chairperson of the diploma committee of the field of study, in consultation with the student, may appoint a person representing the supervisor or set another date for the diploma examination.
5. In special cases, the Dean, acting under the authority of the Rector, may set an individual date for the diploma examination if the student has submitted the diploma thesis before the end of classes specified in the organization of the academic year.
6. The Dean, acting under the authority of the Rector, may, in justified and documented cases and at the request of a student or thesis supervisor, postpone the first date of the diploma examination, but no longer than 6 months from the date of completion of classes in the last semester of studies.
7. In cases not mentioned in paragraph 6, the student may apply to take the diploma examination on the date specified therein, but this date is treated as the second one.
8. If a supervisor's prolonged absence may delay the student's ability to take the diploma examination, the Dean, acting under the authority of the Rector and in consultation with the student, will appoint a person to take over supervision of the diploma thesis. This person should meet the following requirements:
 - 1) the condition referred to in § 45 section 1 in the case of first-cycle studies;
 - 2) the condition referred to in § 46 section 1 in the case of second-cycle studies and uniform master's studies.

§ 49

1. The student takes the diploma examination before the diploma committee of the field of study, appointed by the Rector at the request of the Dean.
2. The committee consists of:

- 1) chairman;
 - 2) the person directing the student's artistic and design work – supervisor(s);
 - 3) reviewer;
 - 4) academic teachers in the number indicated in the Dean's application, holding at least a doctoral degree, including at least two academic teachers with the title of professor or with a postdoctoral degree.
3. In the case of a master's examination in second-cycle studies or uniform master's studies, the diploma committee for the field of study includes the supervisor of the written theoretical thesis.
 4. The supervisor cannot be the chairman of the degree committee for the field of study.
 5. The reviewer of a diploma thesis in first-cycle studies may be an employee of the Academy with at least a master's degree.
 - 5a. The reviewer of a diploma thesis in second-cycle studies and uniform master's studies may be an employee of the University with at least a doctoral degree.
 6. At the request of the Dean, the Rector may appoint a person who is not an employee of the University as a reviewer, provided that such person is a specialist in the field related to the topic of the diploma thesis and holds a master's degree.
 7. The reviewer evaluates:
 - 1) practical diploma thesis;
 - 2) description of practical work in the case of first-cycle studies;
 - 3) a written theoretical paper in the case of second-cycle studies or uniform master's studies.
 8. The student is obliged to allow the reviewer to review the diploma thesis within the scope referred to in paragraph 7 no later than 14 days before the date of the diploma examination. In the event of failure to meet this requirement, the Dean, acting under the authorization of the Rector, shall not allow the student to defend the thesis within the set deadline.
 9. The reviewer submits the review of the diploma thesis to the student-supporting unit and the chairperson of the diploma committee for the field of study in writing and via APD no later than 7 days before the date of the diploma examination.
 10. If the reviewer's grade is unsatisfactory, the Rector or the Dean acting under his authority will appoint another reviewer. The thesis will then receive a positive grade if the additional reviewer rates the thesis at least as satisfactory.
 11. The degree committee of the course evaluates:

- 1) practical diploma thesis;
 - 2) written work, consisting of:
 - a) description of practical work, in the case of first-cycle studies,
 - b) theoretical written work, in the case of second-cycle studies and uniform master's studies;
 - 3) defense of the diploma thesis, including answers to each examination question.
12. After completing the diploma examination, a diploma examination grade is awarded according to the scale specified in § 34 section 2 of the Regulations.
 13. A report is prepared on the course of the diploma examination.
 14. If the student obtains an unsatisfactory grade in the diploma examination or fails to take it, the Dean, acting under the authority of the Rector, shall set a second date for the examination, but no later than the date referred to in § 48 section 6 of the Regulations.
 15. If the student receives an unsatisfactory grade in the second attempt of the diploma examination or fails to take the diploma examination on the second attempt without justification, the student will be removed from the list of students.
 16. The presentation and discussion portion of the diploma examination is open to the public, while the assessment portion is closed.

XII. Graduation

§ 50

1. The date of completion of studies is the date the student passes the diploma examination with at least a satisfactory result.
2. After completing the full study program, the student obtains a professional title appropriate to the given level and field of study and becomes a graduate of the Academy.
3. The basis for calculating the overall study result is:
 - 1) weighted average of grades from all subjects covered by the course of study, constituting 30% of the overall result of studies, calculated according to the formula:

weighted average rating =	$\frac{\sum (\text{grade} \times \text{ECTS points})}{\sum (\text{ECTS points})}$
weighted average rating =	$\sum (\text{ECTS points})$

- 2) the assessment of the entire diploma thesis, constituting 50% of the overall result of studies, calculated based on:
 - a) assessment of the practical diploma thesis and other works resulting from the specific field of study, if provided for in the study program, – the arithmetic mean of the grades of all committee members, rounded to two decimal places according to mathematical principles, constituting 70% of the grade for the entire diploma thesis,
 - b) assessment of the description of practical work (in the case of first-cycle studies) or the written theoretical work (in the case of second-cycle studies and uniform master's studies) - the arithmetic mean of the grades of all committee members, rounded to two decimal places according to mathematical rules, constituting 30% of the grade for the entire diploma thesis,
- 3) thesis defense grade – the arithmetic mean of the grades of all committee members, rounded to two decimal places according to mathematical principles, constituting 20% of the overall study result.
4. The overall result of studies is determined to two decimal places.
5. The overall result of studies is entered on the diploma, according to the following principle:
 - from 5.15 – excellent
 - 4.75 - 5.14 – very good
 - 4.25 - 4.74 - good plus
 - 3.75 - 4.24 - good
 - 3.25 - 3.74 - sufficient plus
 - up to 3.24 – sufficient.
6. The adjustment to the full grade referred to in paragraph 5 applies only to the entry on the diploma and diploma supplement. All other certificates specify the actual overall study result, calculated as specified in paragraph 3.
7. Within 30 days of the date of graduation, the University issues the graduate with a diploma of graduation together with a diploma supplement and two copies thereof, including, at the student's request submitted by the date of graduation, a copy in English.
8. Separate regulations specify detailed rules for issuing a higher education diploma and a diploma supplement.
9. A separate Senate resolution specifies the diploma template, its copies, and security measures against forgery.

XIII. Leave

§ 51

1. The Dean, acting under the authority of the Rector, may grant a student a short-term leave (for a period not longer than 6 weeks) or for a period of one year.
2. A student has the right to receive leave in the event of:
 - 1) long-term illness confirmed by a doctor – sick leave,
 - 2) other important circumstances – dean's leave, in particular:
 - a) if the student takes up studies at another university, including a foreign university,
 - b) in the case of group trips in Poland or abroad, organized by the Academy or student organizations,
 - c) in the event of the need to undertake periodic paid work,
 - d) in the event of other important unexpected circumstances.
3. A pregnant student is granted leave for the period until the birth of the child, but if the end of the leave falls during a semester, the leave may be extended until the end of that semester.
4. A student who is a parent is granted leave for a period of up to one year, but if the end of the leave falls during a semester, the leave may be extended until the end of that semester.
5. A pregnant student or a student who is a parent cannot be refused permission to take the leave referred to in paragraphs 3 and 4, even if the student has used the full amount of dean's leave due to circumstances other than those listed in paragraphs 3 and 4.
6. A student who is a parent may submit an application for dean's leave on this basis within 1 year from the date of the child's birth.
7. The Dean, acting under the Rector's authority, grants leave upon a student's reasoned request. The request should be submitted immediately after the reason for requesting leave arises.
8. A student may be granted short-term leave of up to six weeks. Short-term leave may only be granted during classes.
9. The granting of short-term leave does not release the student from the obligation to meet the deadlines for completing the semester of studies.
10. A student cannot receive leave for the period after the beginning of the examination session, unless the reason justifying the granting of leave arose earlier - during the period of classes.

11. The total length of leave granted to a student may not exceed 12 months throughout the entire period of study. This provision does not apply to sick leave.
12. Sick leave is granted based on the student's application, supported by a medical certificate confirming contraindications to participating in classes.
13. If leave is granted for health reasons, the condition for resuming studies after returning from leave is to present to the Dean, acting under the authority of the Rector, a medical certificate confirming the absence of contraindications to continuing studies that were the reason for granting the leave.
14. A student may not apply for leave before completing the first semester of studies. This provision does not apply to leaves referred to in paragraph 2, point 1, paragraphs 3 and 4.

§ 52

1. The student is obliged to report their intention to resume studies after returning from leave by registering for the academic year.
2. Failure by a student to report commencement of studies after returning from leave by registering for the academic year before the start of classes in the semester constitutes grounds for failure to commence studies.

§ 53

1. If the break in studies caused by leave lasted longer than 12 months, the student resuming studies after returning from leave is obliged to make up for the curriculum differences resulting from changes in the study program to which they return.
2. During the leave, the student may, with the consent of the Dean acting under the authority of the Rector and under the conditions specified by him, participate in classes and take tests, examinations and reviews.
3. In the case of granting leave for the reasons referred to in § 51 section 2 item 1 and section 3 of the Regulations, the condition for granting the consent referred to in section 2 is the presentation to the Dean, acting under the authority of the Rector, of a medical certificate confirming the absence of contraindications to the student's participation in classes and to taking examinations and tests.
4. During the leave period, the student retains their student rights.
5. Granting leave changes the planned graduation date accordingly.

XIV. Fees and Payments for Educational Services

§ 54

1. The Academy may charge fees for educational services related to:
 - 1) educating students in part-time studies;
 - 2) repeating certain classes during full-time studies due to unsatisfactory academic results;
 - 3) higher education in a foreign language;
 - 4) conducting classes not covered by the study program;
 - 5) education of foreigners in full-time studies in Polish.
2. The Academy may also charge fees for:
 - 1) conducting recruitment;
 - 2) conducting validation of learning outcomes;
 - 3) issuing a student ID card;
 - 4) issuing a duplicate student ID card;
 - 5) issuing a duplicate of the diploma and diploma supplement;
 - 6) issuing an additional copy of the graduation diploma in a foreign language;
 - 7) issuing an additional copy in a foreign language of the diploma supplement.
3. A student repeating a year/semester/subject due to unsatisfactory academic results in full-time or part-time studies shall pay a fee for the subject, semester or year being repeated, respectively.
4. Detailed rules for collecting fees referred to in paragraphs 1 and 2, including the amount, procedure, and conditions for exemption from student fees in whole or in part, shall be determined by the Rector by way of an order.
5. In matters referred to in paragraphs 1, 3 and 4, an agreement may be concluded between the University and the student.

XV. Awards and distinctions

§ 55

Students who stand out for their exceptional academic performance, exemplary performance of their duties, and discipline may be awarded prizes and distinctions by the Rector and non-university institutions at the request of the Academy.

§ 56

1. A diploma with distinction is awarded to a graduate who meets all of the following conditions:
 - 1) completed their studies within the time specified in the study program;
 - 2) obtained an average grade of not less than 4.80 in all examinations and credits referred to in § 50 section 3 item 1 of the Regulations;
 - 3) obtained an excellent grade for his diploma thesis;
 - 4) obtained at least a very good grade in the defense of the diploma thesis;
 - 5) he was not punished with a disciplinary penalty.
2. A diploma with distinction is awarded to graduates who completed their studies beyond the deadline specified in the study program, where the delay was due to the student working for the Academy or participating in projects implemented by the Academy.
3. The Rector awards the diploma with distinction at the request of the degree program's diploma committee.
4. The distinction referred to in paragraph 1 is entered on an insert attached to the diploma with the following content:

Mr/Ms/

As a result of the grades obtained during studies, the evaluation of the diploma thesis
and grades from the defense during the diploma examination

I admit

DIPLOMA WITH DISTINCTION

Rector.....

For the diploma of completion of studies no.

Katowice, on

1. Repealed.
2. Repealed.
3. The diploma with distinction referred to in paragraph 1 is awarded ceremonially.

XVI. Final provisions

§ 57

1. These regulations come into force on October 1, 2023.

2. Applications submitted before the entry into force of these regulations will be considered under the existing rules.
3. Decisions and rulings issued before the entry into force of these regulations, pursuant to which students acquired rights, remain in force, even if such rights are not provided for in these regulations.
4. In matters concerning the principles and procedures for studying at the Academy not regulated by the provisions of these regulations, the Rector shall decide.

§ 58

On the date of entry into force of these regulations, the study regulations adopted on 16 September 2019 by Senate Resolution No. 27/2019 shall cease to apply.

Appendix No. 1

To the "Study Regulations of the Academy of Fine Arts in Katowice"

OATH

.....

NAME, SURNAME

Being aware of my duties towards culture and obligations towards the tradition of the Academy of Fine Arts in Katowice, I solemnly promise:

- acquire knowledge and skills that prepare me for independent artistic and design work in a lasting and conscientious manner,
- take care of the student's dignity and the good name of the Academy of Fine Arts in Katowice, where I am starting my education,
- adhere to the principles of ethics and camaraderie as well as the norms of coexistence of the academic community,
- comply with the regulations in force at the university, study programs and related deadlines for individual years of study.

Katowice, ...

.....

signature